



**MINUTES**  
**Workforce Connection**  
of Central New Mexico  
**Executive Committee**  
Thursday, March 6, 2008  
7:30 am  
MRCOG, 809 Copper NW - Board Room

**Call to Order** – 7:42 am – Bob Davey

**Roll Call** - by Patrick Newman

**Present**

Ken Carson  
Bob Davey  
Judy LeJeune  
Rita Logan  
Mary Lee Martin  
Virginia Murphy  
John Sapien

**Quorum Established**

**Excused**

Mayor Patricia Chavez  
Carol Sanchez  
Mike Swisher  
Dave Tixier

**Approval of Thursday, March 6, 2008 Agenda**

**Motion: John Sapien**

**Second: Ken Carson**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 2: Approval of Minutes, Executive Committee: February 7, 2008**

**Motion: Rita Logan**

**Second: John Sapien**

**No Discussion**

**Action: Passed unanimously by voice vote**

### **Tab 3: Monthly Expenditure Report for February 2008 - by Jan Borchardt**

- Jan Borchardt, MRCOG Finance Manager, explained the WIA monthly expenditure report for February 2008.
- The billings from the Department of Workforce Solutions still have not been received.
- As of February 29, 2008, expenditures, including encumbrances, are at a 66 percent rate.

#### **Questions and Comments Followed**

### **FINAL ACTION ITEMS**

**There were two action items to discuss and vote on – One item was passed unanimously by voice vote, the other was tabled.**

#### **Passed by voice vote**

- Approval of Ticket to Work

#### **Tabled**

- Approval and adoption of Business and Career Center Policies, Protocols and Procedures

### **Tab 4: Approval of Ticket to Work - Background and Introduction by Mary Modrow, Division of Vocational Rehabilitation (DVR) Navigator Program**

- Funded by the Social Security Administration, the Ticket to Work Employment program assists individuals with disabilities in obtaining and maintaining gainful employment.
- Mary Modrow presented the benefits of becoming an Employment Network provider for the Ticket to Work program and encouraged the Committee to apply.
- As an Employment Network provider, WIA will have more opportunities to acquire additional dollars while providing the same services.
- Staff is recommending the approval to become an Employment Network Provider with the Ticket to Work Program.

#### **Questions and Comments Followed**

**Motion to approve: John Sapien**

**Second: Judy LeJeune**

**No Discussion**

**Action: Passed unanimously by voice vote**

### **Tab 5: Approval and Adoption of Business and Career Center Policies, Protocols and Procedures - Background and Introduction by Patrick Newman**

- Patrick Newman presented the Business and Career Center (BCC) Policies, Protocols and Procedures to the Committee.
- Developed and adopted by the WCCNM staff and WIA Partners, the policies, protocols and procedures will provide necessary guidance for enhanced quality integrated BCC customer services.

- The Site Manager, responsible for day-to-day operations of the BCC, will oversee adherence to the policies, protocols and procedures.
- Committee Members were concerned with differing policies and standards of each partner agency and requested that further review be conducted.
- Robert Desiderio, WCCNM Legal Counsel, will examine the policies before they are formally approved.
- Members thanked staff for coordinating this effort and setting standards for the BCC.
- Staff will update the Committee on this issue.

**Questions and Comments Followed**

**Motion to table: John Sapien**

**Second: Rita Logan**

**Further Discussion**

**Action: Passed unanimously by voice vote**

## INFORMATION AND DISCUSSION ITEMS

**Tab 6. Civic Engagement of Older Adults Presentation** – by Doug Calderwood, Aging and Long-term Services Department

- Doug Calderwood presented background information on the Civic Engagement of Older Adults and the many ways that the WCCNM could benefit and contribute to this project.
- The program's efforts are focused on educating businesses on ways to creatively engage the aging workforce.
- Job fairs and long-term planning will be taking place that will strengthen this initiative.

**Questions and Comments Followed**

**Tab 7. WIA Status Updates** – by Patrick Newman

- Mr. Newman reported on the current standings of the New Mexico Workforce Connection Bernalillo BCC.
- The Memorandum of Understanding (MOU) between the General Services Department and the Department of Workforce Solutions (DWS) has been signed.
- The MOU between the Board and DWS is being re-crafted with conditions of building and maintenance.
- Labor and Industrial as well as Veterans Representatives DWS staff will be vacating the Bernalillo BCC.
- Pending permit approval, construction to the Bernalillo BCC building will begin the end of March 2008.
- Locations for the Sandoval BCC are currently being evaluated.
- Staff continues to work with providers and BCC teams.
- Mr. Newman stated that overall, the program is doing well.
- A table display at this year's National Association of Workforce Board's (NAWB) Forum 2008 showcased the New Mexico Workforce Connection WIA program and services.

**Discussion and Comments Followed**

## REPORTS

### Administrative Reports

- Bob Davey discussed the NAWB Forum 2008 and future workforce initiatives.
- Mr. Davey noted how it will be imperative to coordinate with other agencies in future efforts to gain more productivity with less funding.
- With the unknown effects of the current rescission and PY07 allocations, it is essential that the Committee meet to evaluate future funding impacts of the WIA program.
- Time will be allocated for the Committee to meet and discuss options and provide definable outcomes.

### Questions and Comments Followed

### Committee Reports-

- **Youth Council** – Mary Lee Martin
  - The next Youth Council will be meeting on May 8, 2008.
- **Performance and Monitoring**
  - The next Performance and Monitoring Committee meeting is scheduled for March 12, 2008.
- **Training and Service Provider**
  - The next Training and Service Provider Committee meeting is scheduled for March 27, 2008.
- **Building an Employer-Driven One-Stop System (BEDOSS)** – Ken Carson
  - None.

## PUBLIC COMMENT

### Public Comments

- None.

## ADJOURNMENT

Adjournment – 9:25 am

### Next Meeting-

**Date:** Thursday, April 3, 2008  
**Time:** 7:30 am  
**Location:** Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:  
809 Copper NW, Albuquerque, NM 87102.*